

FY 2003-04 Budget Calendar

Monday	January 13	Distribution of Nonprofit Agency application materials
Tuesday & Wednesday	January 21 & 22	Newspaper Advertisements - Nonprofit Agency Application process
Monday	January 27	Advance Budget Hearing for Public (BOCC Meeting)
Friday	January 31	Budget distribution of Budget Materials/Manual to Departments (via County Intranet)-Position Information will be Mailed
Friday	February 14	Departments submit position file corrections (DBB 2500) <u>to Budget Office</u> (not to Human Resources)
Friday	February 21	Departments submit to Budget Office: Information Services Request (new requests only, not replacements); Vehicle Request; Personnel Services Request
Friday	February 28	Nonprofit Agency funding requests due to Budget Office
Friday	February 28	Human Resources finalizes position control file (DBB 2500)
Monday	March 10	Department heads forward complete department budget request to Budget Office
Monday	March 10	Deadline for departmental budget requests to be entered into Budget System.
Friday	March 21	Budget Director, Finance Director, Tax Administrator, Tax Assessor and Tax Collector develop revenue estimates for all funds, tax and fire districts
Wednesday Friday	March 26-April 11	Departmental Budget Presentations with County Manager or respective Deputy County Manager and Budget Office
Friday	March 28	Nonprofit Books distributed to Board of County Commissioners
Monday	April 7	Nonprofit Agency presentations to Board of County Commissioners and Manager.

Friday	April 11	Volunteer Fire Districts submit requests to Fire Marshal and Budget Office
Monday	April 14	Human Resources submits compensation recommendations to the County Manager
Monday	April 14	Budget Staff begins Recommended Budget preparation
Friday	April 25	Durham Public Schools submit School Board's request to County Manager
Monday	May 12	County Manager delivers Recommended Budget to Board of County Commissioners and Notice of Public Hearing to be published
Tuesday Wednesday	May 20- June 18	BOCC Budget Worksessions (specific dates to be scheduled)
Monday	June 2	Board holds Public Hearing on Recommended Budget
Monday	June 23	Board Adoption FY 2003-04 Operating Budget Ordinance
Tuesday	July 1	FY 2003-04 Budget transferred to general ledger